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7 MAY 1974

MEMORANDUM FOR: Secretary, CIA Management Committee  
SUBJECT : PASG Recommendations  
REFERENCE : Implementation of PASG Recommendations  
Approved by the CIA Management Committee  
dtd 13 Apr 74

1. The Director indicated in the reference that as the Deputies proceed to establish Directorate-wide objectives and to identify specific means of implementing their sixteen personnel responsibilities they would require "hard work by many in (their) area." The Director also noted the availability of the Office of Personnel to be of service, and it is in this regard that I have prepared a list of approaches to converting some of the approved PASG recommendations into specific action steps. These approaches are applicable to all Career Services and intend to encourage Agency-wide uniformity in the implementation of Directorate personnel management responsibilities.

2. Tab A provides guidance for implementation of the ten Agency personnel objectives. Tab B provides suggestions with respect to the sixteen Deputy Directors' responsibilities. The approaches described in these Tabs are not to be construed as a complete listing. They do permit, however, each Career Service to initiate similar courses of action and would assure a degree of progress at a relatively early date. They are offered for Management Committee consideration and should the Management Committee find these approaches helpful I will refer them directly to each of the Career Services.

3. Tab C carries a proposed method of implementing a system to identify occupational affinity groups within the Agency. The Director had asked that I study the feasibility of modifying the Agency Qualification Record System for this purpose. This has been done. The proposal in Tab C requires the assistance of each Career Service in selecting employee representatives qualified to participate in such

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a project. If successful this approach would insure that major similar functional specialties would be identified and grouped and that the capacity to match people and jobs within the Agency would be considerably improved. I ask that the Management Committee endorse this proposal and that it request the cooperation of the Deputies in the pursuit of the proposal's objective.

(signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

Atts  
As Stated

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STATINTL OP/P&C/PS/ [REDACTED] :plc (3 May 74)

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